

CITY COUNCIL - PRE-MEETING 6:30 P.M. TO 7:00 P.M.

Natchitoches City Council will have a pre-council meeting beginning at 6:30 p.m. and ending at 7:00 p.m. to discuss any non-agenda items. The City Council meeting will begin promptly at 7:00 p.m. on the second and fourth Monday of each month and will be reserved to only items on the Agenda. The public is invited to both the pre-council meetings and council meetings with the understanding that items not on the agenda will not be discussed at the scheduled council meetings, but the public is welcome to discuss any topic at the pre-council meetings.

NATCHITOCHES CITY COUNCIL MEETING NOVEMBER 28, 2011 7:00 P.M.

A G E N D A

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **READING AND APPROVAL OF THE MINUTES OF NOVEMBER 14, 2011**
5. **PRESENTATION OF CHRISTMAS ANGELS**

Ayla Payne – Pre-K	Renea Elizabeth Cunningham – 4 th
Gracie Lynn Frost – K	Jordan McKenna Rodriguez – 5 th
Addison Brooke Teddlie – 1 st	Carmen Waskom – 6 th
Madison Starr Raymond – 2 nd	Emmalyn Ann Houghtby – 7 th
Madeline Godfrey – 3 rd	Hannah Aviles – 8 th
6. **CONGRATULATIONS** Key to the City to Frank Griffin for induction into the Louisiana USSSA Hall of Fame
7. **BIDS – AWARD:**
066 McCain Ordinance Authorizing The Mayor of the City of Natchitoches To **AWARD** the Bid For Water System Improvements, Additional Pump For Alternate Water Supply At Bayou Pierre (Bid No. 0525)
Committee: Pat Jones, Edd Lee, Don Mims, Bryan Wimberly, Norman Nassif
8. **BIDS - OPEN:**
#134 Mims Resolution Authorizing The Mayor To **OPEN** Bids For Furnishing All Labor, Materials And Equipment And Performing All Work Necessary To Complete Seal Coat Taxiway A And Taxiway B And Refurbish Taxiway B1 And Aeromech Taxiway (Bid No. 0526)
9. **PLANNING & ZONING – FINAL:**
#062 Morrow Ordinance Amending Ordinance No. 64 Of 2001 By Changing Zoning Classification Of Property Described As Follows:

Lot Having A Front Of 111.3 Feet On West Side Of Mill Street Being Lot B On Plat In Book 314, Page 307 From B-3 To An Additional B-A Zoning To Allow For The Consumption Of Beverages Of High And Low Alcoholic Content For Consumption On Premise For Special Events (324 Rapides Drive)

#063 Payne

Ordinance Amending Ordinance No. 64 Of 2001 By Changing Zoning Classification Of Property Described As Follows:

18.86 Acres Located In Sections 74 & 87, T9n-R7w As Shown On Map Slide 444-B, Less 18.12 Acres To Arrington Estates, L.P. From R-1 Single-Family To R-3 Multiple-Family To Construct 48 Rental Units - Phase I Of The Land Development

(Site Located Behind Arrington Estates - South Of Hazel Dr.- Assisted And Safe Homes (A.S.H.), Inc.)

10. ORDINANCES – FINAL:

#064 Nielsen

Ordinance Authorizing Mayor Wayne McCullen to Submit Streets For Improvements and Upgrades for the Louisiana Community Development Block Grant 2012/2013 Program

11. RESOLUTIONS:

#132 Mims

Resolution Authorizing The Mayor To Enter Into A Contract With Employers Risk Management Services As The Workers Compensation Third Party Administrator For The City Of Natchitoches

#133 Morrow

Resolution Authorizing the Mayor, Wayne McCullen to Execute a Procurement Card Policy Through Peoples State Bank

12. ANNOUNCEMENTS

- There will not be a city council meeting on Monday, December 26, 2011

13. ADJOURNMENT

NOTICE TO THE PUBLIC

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office at (318) 352-2772 describing the assistance that is necessary.

If you wish to address the Council, please complete the "[Request to Address City Council](#)" form located on the entrance table.

**PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF NATCHITOCHES, STATE OF LOUISIANA,
REGULAR MEETING HELD ON
MONDAY, NOVEMBER 28, 2011, AT SEVEN O'CLOCK, (7:00) P.M.**

The City Council of the City of Natchitoches met in legal and regular session at the Natchitoches Arts Center, 716 Second Street, Natchitoches, Louisiana, on Monday, November 28, 2011, at 7:00 p.m.

There were present:

Councilman at Large, Don Mims, Jr.
Councilman Jack McCain
Councilwoman Sylvia Morrow
Councilman Larry Payne
Councilman Dale Nielsen

The Mayor welcomed those in attendance.

The Mayor asked everyone to rise for the Invocation given by Mr. Michael Braxton, Director of Public Works, followed by the Pledge of Allegiance lead by Councilman Jack McCain.

Mayor McCullen said that the City has lost one of its great citizens, Rev. Dupree. The Mayor sent out condolences to the family and asked everyone to keep them in your prayers. Rev. Dupree will be sorely missed and has certainly been a mainstay for many, many years for the City of Natchitoches.

Mayor McCullen then announced that the City would like to offer congratulations to Frank Griffin who was recently inducted into the UAAA Louisiana Hall of Fame. Frank is the youngest member ever inducted. While employed with the City Frank served for eight years as the Recreation Director and instituted a lot of programs that we still benefit from and is a role model to any and everybody. He is currently Vice Presently of baseball for UAAA and Louisiana and Texas State Director that in Texas oversees over 6,000 teams and Louisiana 3,500 and brings into Natchitoches a lot of people who have a great deal of economic impact on our community. The Mayor presented Frank Griffin with the plaque and key to the City.

Frank Griffin thanked the Mayor and City Council and said that because of the support he received when he was Recreation Director allowed him to be where he is today. He also thanked Rickey, Kendrick, public utilities, police and all the department heads as well as the entire city that assisted in the events and his family.

Mayor McCullen then recognized the Christmas Angels and presented them with the plaque and asked Lindsey Maggio, Sponsor to make comments on what these girls mean to Natchitoches and the Festival. The following Christmas Angels were then presented with plaques:

Ayla Payne – Pre-K	Renea Elizabeth Cunningham – 4 th
Gracie Lynn Frost – K	Jordan McKenna Rodriguez – 5 th
Addison Brooke Teddlie – 1 st	Carmen Waskom – 6 th
Madison Starr Raymond – 2 nd	Emmalyn Ann Houghtby – 7 th
Madeline Godfrey – 3 rd	Hannah Aviles – 8 th

The Mayor then called for the reading and approval of the Minutes of the City Council meeting of November 14, 2011. Mr. McCain motioned that the reading of the minutes of November 14, 2011 be dispensed and that the minutes be approved. Ms. Morrow seconded the motion. The roll call vote was as follows:

AYES:	McCain, Morrow, Payne, Nielsen, Mims
NAYS:	None
ABSENT:	None

The Mayor declared the Motion as **PASSED**.

The following Ordinance was Introduced by Mr. McCain and Seconded by Mr. Nielsen as follows, to-wit:

ORDINANCE NO. 066 OF 2011

**ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NATCHITOCHES
TO AWARD THE BID FOR WATER SYSTEM IMPROVEMENTS, ADDITIONAL
PUMP FOR ALTERNATE WATER SUPPLY AT BAYOU PIERRE
(BID NO. 0525)**

WHEREAS, on October 10, 2011, by Resolution No. 117 of 2011 the Mayor was authorized to advertise for bids for water system improvements, additional pump for alternate water supply at Bayou Pierre (Bid No. 0525).

WHEREAS, this bid was advertised in the *Natchitoches Times* on October 14, 21 and November 4, 2011 in accordance with law; and

WHEREAS, three bid proposals were received and opened on November 1, 2011 as follows:

- 1) Peck Construction
Marion, Louisiana\$142,545.00
- 2) Ducote Wrecking Company, LLC
Bunkie, Louisiana\$143,545.00
- 3) Milco Utilities, Inc.
Shreveport, Louisiana\$163,488.00

WHEREAS, on November 21, 2011 the appointed committee members, Pat Jones, Director of Finance; Edd Lee, Director of Purchasing; Don Mims, Councilman-At-Large and Bryan Wimberly, Director of Utilities, reviewed the engineer's recommendation submitted on November 17, 2011 by Norman Nassif, Nassif Engineering and Architecture of Natchitoches, Louisiana; and


WHEREAS, the above appointed committee members unanimously recommend the City award the bid to the lowest responsive bidder, **Peck Construction** of Marion, Louisiana in the amount of **\$142,545.00**.

NOW, THEREFORE, BE IT RESOLVED that the Honorable Wayne McCullen, Mayor, is hereby authorized, empowered and directed to sign any and all documents necessary for acceptance of this bid.

The above Ordinance having been duly advertised in accordance with law and a public hearing had on same, was put to a vote by the Mayor and the vote was recorded as follows:

AYES: McCain, Nielsen, Mims, Morrow, Payne
NAYS: None
ABSENT: None
ABSTAIN: None

THEREUPON, the Mayor declared the Ordinance **PASSED** this 28th day of November, 2011 by a vote of 5 ayes to 0 nays.


WAYNE McCULLEN, MAYOR


DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 29th day of November, 2011 at 10:00 A.M.



CITY OF NATCHITOCHES

Oldest Settlement in the Louisiana Purchase

OFFICE OF PURCHASING

Wayne McCullen
Mayor

Don Mims, Jr.
Councilman At Large
November 21, 2011

Jack McCain, Jr.
Councilman
District 1
**Mayor Wayne McCullen
City Hall**

Dale Nielsen
Councilman
District 2
Natchitoches, LA 71457

Sylvia Morrow
Councilwoman
District 3
Dear Mayor McCullen,

Larry Payne
Councilman
District 4

The appointed committee of Pat Jones, Edd Lee, Bryan Wimberly and Don Mims, has reviewed the engineer's recommendation submitted by Mr. Norman Nassif, Professional Engineer, with Nassif Professional Engineering and Architectural Services, Natchitoches, LA, on Bid # 0525, for the purchase and installation of a pump for the alternate water supply.

The committee was unanimous in its decision to award the bid to the lowest responsive bidder, Peck Construction, Marion, LA, with a bid of \$142,545.00. The other bids received were from Ducote Wrecking Company, LLC, Bunkie, LA, in the amount of \$143,545.00 and Milco Utilities, Inc., Shreveport, LA, with a bid in the amount of \$163,488.00.

All bids are kept at the City Purchasing Department, 1400 Sabine Street, Natchitoches, LA 71457. Anyone desiring to view the bids may do so at that location.

We request ratification of this award at the City Council meeting on November 28, 2011.

Sincerely,

**Pat Jones
Director of Finance**

**Edd Lee
Director of Purchasing**

**Don Mims
Councilman At Large**

**Bryan Wimberly
Director of Utilities**



professional engineering and architectural services

November 17, 2011

City of Natchitoches
P.O. Box 37
Natchitoches, Louisiana 71458-0037

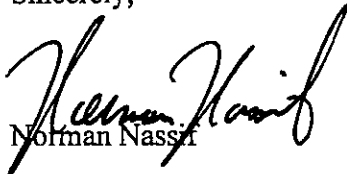
Attention: Mr. Bryan Wimberly, Utility Director
Mr. Edd Lee, Purchasing Director

Re: Water System Improvements
Additional Pump for Alternate Water
Supply at Bayou Pierre
Reference No.: 07-001-26-B

Dear Bryan & Edd,

The Bids received for the above referenced project have been reviewed and checked for accuracy. A tabulation of the Bids is attached. Accordingly, we recommend that the construction contract be awarded to the low Bidder, Peck Construction, Inc. in the amount of \$ 142,545.00.

Sincerely,



Norman Nassif

NN/nn
Enclosure

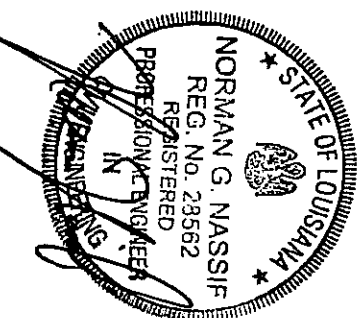
Cc: Each Bidder:
Ducote Wrecking Company, LLC
Milco Utilities, Inc.
Peck Construction, Inc.
(w/ copy of bid tabulation)

City of Natchitoches

**Water System Improvements
Additional Pump for Alternate Water
Supply at Bayou Pierre**

Tabulation of Bids Received on
Monday, November 14, 2011 at 4:00 pm (opened 7:00 pm)

Name of Bidders				Ducote Wrecking Company, LLC		Milco Utilities, Inc.		Peck Construction, Inc.	
Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, Ductile Iron Fittings, Gate Valve, Check Valve, Combination Air Release Valve, Painting, Electrical Conduit, Electrical Conductors, Installation of Pump, Motor, Electrical, and Electrical Enclosure, and other Work as Required for the installation of Additional Pump	1	L.S.	\$ 56,000.00	\$ 56,000.00	\$ 75,943.00	\$ 75,943.00	\$ 55,000.00	\$ 55,000.00
2	Multistage Vertical Turbine Pump, Motor Starter, Electrical Panel, Motor, Casing, Housing, Base Plate, One Day of Start-up Services and other Appurtenances per prior quote of Gulf State Engineering	1	L.S.	\$ 87,545.00	\$ 87,545.00	\$ 87,545.00	\$ 87,545.00	\$ 87,545.00	\$ 87,545.00
Total Base Bid				\$ 143,545.00		\$ 163,488.00		\$ 142,545.00	



The following Resolution was Introduced by Mr. Mims and Seconded by Mr. McCain as follows, to-wit:

RESOLUTION NO. 134 OF 2011

A RESOLUTION AUTHORIZING THE MAYOR TO OPEN BIDS FOR FURNISHING ALL LABOR, MATERIALS AND EQUIPMENT AND PERFORMING ALL WORK NECESSARY TO COMPLETE SEAL COAT TAXIWAY A AND TAXIWAY B AND REFURBISH TAXIWAY B1 AND AEROMECH TAXIWAY

(BID NO. 0526)

WHEREAS, the City wishes to open the bids for the furnishing all labor, materials and equipment and performing all work necessary to complete seal coat Taxiway A and Taxiway B and refurbish Taxiway B1 and Aeromech Taxiway at the Natchitoches Regional Airport (Bid No. 0526); and

WHEREAS, this bid was advertised in the *Natchitoches Times* on October 28, November 4 and November 11, 2011 in accordance with law; and

WHEREAS, the following committee members were appointed to review the bids received: Pat Jones, Director of Finance; Edd Lee, Director of Purchasing; Jack McCain, Councilman; Larry Cooper, Airport Director; and Michael B. Corkern, Jr., P.E. of Airport Development Group, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Natchitoches, in legal session convened, that the Honorable Wayne McCullen, Mayor, be and is hereby authorized, empowered and directed to open bids for the furnishing of all labor, materials and equipment and performing all work necessary to complete seal coat Taxiway A and Taxiway B and refurbish Taxiway B1 and Aeromech Taxiway (Bid No. 0526).

This Resolution was then presented for a vote, and the vote was recorded as follows:

AYES:	Mims, McCain, Morrow, Payne, Nielsen
NAYS:	None
ABSENT:	None
ABSTAIN:	None

THEREUPON, Mayor Wayne McCullen declared the Resolution passed by a vote of 5 Ayes to 0 Nays this the 28th day of November, 2011.


WAYNE McCULLEN, MAYOR

Mr. Edd Lee and Michael Corkern opened the bids as follows:

Michael Corkern stated that the engineer's estimate on this project is Schedule I for construction is \$126,400.00 and Schedule 2 is \$65,875.00. Bids received are as follows:

Ameriseal of Ohio, Inc.

Did not include their Louisiana Contractor's License Number and therefore the bid will not be opened and will be returned.

Pavement Maintenance Unlimited LLC

Louisiana Contractor's Number 3316
Received on time
Bid Bond for 5% from Aleganie Casualty
Base Bid – Schedule I of \$73,324.00
Did not bid Schedule II

Regional Construction, LLC

Louisiana Contractor's Number 40486
Received on time
Bid Bond for 5 from Travelers Casualty & Surety
Base Bid – Schedule I of \$390,650.00
Base Bid – Schedule II of \$113,520.00

Mr. Corkern stated that is all the bids we received for this project. Mayor McCullen asked the committee that is appointed to review the bids and report at the next City Council meeting with their recommendation.

The following Ordinance was Introduced by Ms. Morrow and Seconded by Mr. Payne as follows, to-wit:

ORDINANCE NO. 062 OF 2011

AN ORDINANCE AMENDING ORDINANCE NO. 64 OF 2001 BY CHANGING ZONING CLASSIFICATION OF PROPERTY DESCRIBED AS FOLLOWS:

LOT HAVING A FRONT OF 111.3 FEET ON WEST SIDE OF MILL STREET BEING LOT B ON PLAT IN BOOK 314, PAGE 307 FROM B-3 TO AN ADDITIONAL B-A ZONING TO ALLOW FOR THE CONSUMPTION OF BEVERAGES OF HIGH AND LOW ALCOHOLIC CONTENT FOR CONSUMPTION ON PREMISE FOR SPECIAL EVENTS

**WHIT MAXEY, D/B/A THE FILLING STATION
324 RAPIDES DRIVE
COUNCIL DISTRICT #3**

WHEREAS, the Planning Commission of the City of Natchitoches, State of Louisiana, has recommended at their meeting of November 1, 2011 that the application of **Whit Maxey, d/b/a The Filling Station**, to rezone the property described above from **B-3** to an **additional B-A zoning** to allow for the consumption of beverages of high and low alcoholic content for consumption on premise for special events (324 Rapides Drive), be **APPROVED**.

The above Ordinance having been duly advertised in accordance with law and a public hearing had on same, was put to a vote by the Mayor and the vote was recorded as follows:

AYES: Morrow
NAYS: Payne, Nielsen, Mims, McCain
ABSENT: None
ABSTAIN: None

THEREUPON, the Mayor declared the Ordinance **FAILED** this 28th day of November, 2011 by a vote of 1 ayes to 4 nays.


WAYNE McCULLEN, MAYOR


DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 29th day of November, 2011 at 10:00 A.M.

Ms. Morrow stated that she has the information on special events and continued to read the checklist on the three types of special events the alcohol and beverage permits and how they are to be used. Type A, B, C and D and continued to read about Special Temporary Retail Alcoholic Beverage Permits for the duration of up to three consecutive days only, on the days permitted and the maximum of twelve special events within a calendar year. The special events do not include private parties where no sales are made or fee charged.

Mr. Nielsen stated that he spoke to Whit Maxey and that he knew about this special event permit and had to do some research. Mr. Nielsen stated that it is mainly utilized for special events like Jazz Festival, etc. but there is a Section C that will allow for a commercial business or any other that is not non-profit to apply for the permit. The issue tonight is an application to provide the location with a Class A ATC permit. The minute that this is done, they have all the rights that come with being a Class A permit, 365 days a year that they can basically be a bar. Typically once these licenses are granted are not revoked unless there is a violation. He stated that he has some concerns on this particular location. They requested a Class A and have gone through Planning and Zoning because the only way they can do a special event to consume alcohol is to have a Class A. This would allow Mr. Maxey an alternative and it would let us not issue the Class A. As he understands it the events will not be held outside building and has reservations relative to residential neighborhoods and putting a bar on Mill Street.

Mr. Mims stated that he met with Mr. Maxey and he agrees with Mr. Nielsen and granting this change would go with the property not the owner. He stated that it is the long-term effect of this rezoning.

Mr. McCain stated that he is opposed to the application as it is presently structured.

Mr. Payne inquired if the old Press Box had a Class A license? Mr. Nielsen said that it did but it was primarily food and beverage and this ordinance is beverage only and is more of a bar.

The following Ordinance was Introduced by Mr. Mims and Seconded by Ms. Morrow as follows, to-wit:

ORDINANCE NO. 063 OF 2011

AN ORDINANCE AMENDING ORDINANCE NO. 64 OF 2001 BY CHANGING ZONING CLASSIFICATION OF PROPERTY DESCRIBED AS FOLLOWS:

18.86 ACRES LOCATED IN SECTIONS 74 & 87, T9N-R7W AS SHOWN ON MAP SLIDE 444-B, LESS 18.12 ACRES TO ARRINGTON ESTATES, L.P. FROM R-1 SINGLE-FAMILY TO R-3 MULTIPLE-FAMILY TO CONSTRUCT 48 RENTAL UNITS - PHASE I OF THE LAND DEVELOPMENT

(SITE LOCATED BEHIND ARRINGTON ESTATES - SOUTH OF HAZEL DR.) ASSISTED AND SAFE HOMES (A.S.H.), INC.

WHEREAS, the Planning Commission of the City of Natchitoches, State of Louisiana, has recommended at their meeting of November 1, 2011 that the application of **Assisted and Safe Homes (A.S.H.) Inc.**, to rezone the property described above from **R-1 Single Family** to **R-3 Multiple-Family** to construct forty-eight rental units-Phase 1 of the land development (site located behind Arrington Estates – South of Hazel Drive, be **APPROVED**.

Resolution NO. 05, 2011

Resolution: Further review of the Assisted and Safe Homes, Inc. and its impact to the Natchitoches Regional Airport

WHEREAS, the Natchitoches Regional Airport is an extremely valuable asset to the city and the parish; and

WHEREAS, it is in the best interest of the city to protect the access to the airport by all manner of aircraft; and

WHEREAS, the zoning of the Natchitoches Parish Housing Authority property in reference to the Assisted and Safe Homes, Inc., be tabled until a 7460-1 obstruction analysis has been submitted to and approved by FAA and until a report is submitted to the Airport Commissioners from the engineers of the Airport Development Group stating their findings as to the impact the said development may or may not have now and in the future to the Natchitoches Regional Airport; and

WHEREAS, corporate aircraft, such as those flown by industry, could be prevented from landing in Natchitoches if construction causes a restriction on instrument approaches, and

WHEREAS, the Natchitoches Airport Commission is charged with overseeing the operation and protection of this valuable resource, and

WHEREAS, the Natchitoches Airport Commission represents decades of experience in aviation operations.

BE IT RESOLVED, that The Natchitoches Regional Airport Commission recommends that the Mayor and City Council table the said zoning issue until it is determined if the planned construction will have an effect on the airport, and thereafter, the zoning be denied if it is determined that the construction will have a negative effect on the Natchitoches Regional Airport.

THUS DONE AND SIGNED this 22 day Nov., 2011 as per agreement of the members of the Natchitoches Airport Commission at its regular monthly meeting held on, Monday, November 21, 2011.

Natchitoches Airport Commission


SAM PARKER, Chair

Mayor McCullen then announced that on motion of Mr. Payne and Seconded by Ms. Morrow...Mr. McCain offered a motion that this issued be tabled and has various reasons for asking for this. Number one, we have a Resolution from the Airport Commission (attached) and continued to read Paragraph Three requesting this ordinance be tabled until a 7460-1 obstruction analysis is submitted and approved by FAA and submitted to Airport Commissioners and Airport Development Group as to the impact this development may or may not have.

Mr. McCain said that Mr. Corkern stated that he would do the study required but would be impossible for him to have this information tonight. Mr. Corkern committed that he can have presentation for the council December 12, 2011 meeting and for that reason Mr. Cain recommended that this issue be tabled tonight until December 12th.

Mayor McCullen stated that Mr. McCain just put an alternate motion and that we do have a motion and second by Ms. Morrow and Mr. Payne. Mayor said we have a motion and a second for the original ordinance. Mr. McCain offered an alternate motion do you all want to rescind your motion or do you want to go ahead and vote on this. Ms. Morrow said she does not want to see it tabled tonight.

Mr. McCain stated to Ms. Morrow that it was at her request at the previous meeting that you do not accept the opinion of the Airport Commission but rather that we should have an expert to tell us whether this is detrimental to the airport or not.

Ms. Morrow asked if the engineer is a member of the airport commission. Mr. McCain stated that he is a member of the airport engineer group. Ms. Morrow said she would like someone that is not connected with the Natchitoches Airport and the Advisory Committee someone that is independent. Mr. McCain acknowledged that he is not a member of the Airport Advisory Committee. That the City hires an engineering firm to represent the Airport and engineering work. Mr. McCain said that if that route is taken there is no way it can be ready by December 12th. Mr. Corkern's group has all the background information, charts, aerial photographs and it simply does not make sense to get somebody other than them.

Ms. Morrow said she wants to mention about 74 and asked Mr. Fair if he represents the Housing Authority? Mr. Fair replied that he does. Ms. Morrow asked if Mr. Fair could explain 74.

Mr. Kip Fair stated he was present on behalf of A.S.H. a development group. He continued to state that this is purely a zoning issue and the 74 issue will come up when construction plans are submitted and all the forms will be filled out. He stated that their engineer spoke to Mr. Corkern. He said when a building permit is applied for they will be back before council and are going to present plans and relative to construction of the project. Mr. Fair said the position right now has nothing to do with anything but zoning. The issues that the Airport Commission raised comes in when our plans are submitted, engineering drawings and we know exactly what the height of the building is, how it is going to affect the proposed runway, and that all of those issues are later in an applications that comes before the council, not planning and zoning. That gives us the opportunity to make sure that we have the money to go forward.

Ms. Morrow asked Mr. Fair about the timeline? Mr. Fair responded until the end of this month and wanted to move forward with this resolution relative to zoning and want an opportunity. We present the City Council with plans and it meets the Council's approval, then we want to move forward. Mr. Fair continued to say that they are going to have all the FAA forms filled out and want to present that to Council along with the construction drawing. The City Inspector will review the drawings then the Council makes a decision on it.

Ms. Fowler stated that it will not come back to the Council but administratively the permit would have to be reviewed. Mr. Fair asked that if the permit is denied and we would request to be on the agenda, would we still have to come through the whole permitting process, city inspector, everything according to City ordinances, that is the purpose of the Planning and Zoning Department. They are the ones that regulate. Mr. Fair said they are here for the zoning issue only and have met all requirements for zoning with 100% approval.

Mr. Sam Parker, Chairman of the Airport Advisory Commission, it has been stated that this has already been approved by Zoning. If it is approved tonight the momentum will build to approve everything that comes up. He stated that it is his understanding that it has been the practice of this City to require a 7460-1 which is an obstruction and obstacle clearance form from the FAA before the property is zoned for the construction sought. He continued that it is not our problem that their zoning time is about to run out. Mr. Parker said that he does not think this City Council and this town should be stampeded in any decision before they have an opportunity to deliberate and understand the issues thoroughly. At the last meeting, Ms. Morrow said she did not trust us and we are not experts, although we have approximately well over 100 years of experience. He said that they do not hold themselves to be engineers, mistake proof, but try to be the best possible to keep this City Council and the Mayor advised of what is going on at the Airport which is a very valuable service and commodity for this City that has been proven to enhance attracting new industry. In the near future we may need to have an instrument landing system that larger airports have to allow an airplane to land in weather conditions that would not be possible without the system. It is Mr. Parker's understanding that some corporate aviation departments will not allow their aircraft into airports that do not have a certain length and instrument landing systems and cannot continue to obstruct the ends of the runway which will cut off future growth. Mr. Parker stated that he is not sure, and neither is Mr. Fair or Mr. Corkern or anyone else whether or not the proposed building will infringe upon this airport as seen today or envision for the future and it is only reasonable for this Council to wait until the engineer, who is a professional engineer and has not personal interest on whether this building is built or not. Mr. Corkern is an objective observer and his company is perfectly capable of providing an impartial, detached, scientific opinion as to possible noise pollution or any other issue. Mr. Parker urged the Council to wait two weeks and he will have an objective statement from the engineer as to what will and will not happen and to table this motion.

Mr. Fair stated he would request and can put as an addendum to the zoning that it be subject to the 7460.

Mr. Parker then stated that a 7460 is not the only issue. The future development, noise pollution and other things that the engineers are study.

Mayor McCullen stated that we have a motion, a second, we have Mr. McCain with an alternate motion to table this and do not have a second on it. Mayor asked what is the pleasure of the Council?

Mr. Mims stated that to be fair to the airport and construction company we need to find out what impact this housing would have on the extension of the airport runway. We don't want to kill this project because it is a good project but also he does not want to kill the airport.

Mr. Payne stated that he understands about noise but asked how are you going to determine maximum height without plans?

Mr. Parker stated that it is up to A.H.S. to submit drawings.

Mayor McCullen stated that we have a motion and second. Attorney Ronald Corkern said we do not have a second on the motion. Mr. Mims may have intended. Ms. Morrow seconded the motion with reservations. Mayor clarified that she is seconded Mr. McCain's motion to table and Ms. Morrow said she is. Mayor McCullen told Ms. Morrow that she needed to withdraw her original motion. Ronald Corkern stated that she did not need to, that the motion to table needs to be voted on now.

Mayor McCullen said that there is a motion and second to table and asked if there is any additional discussion?

Councilman Payne asked Ms. Fowler if the 7460 report needs to be done before they ever did any prints or anything like that, is that a true statement?

Ms. Fowler responded that as a liason for the Planning Commission she would like to have plans as well. It is not her understanding that there has to be clearance prior to a zoning action or prior to permitting. The airport commission requested that all projects be made know to them and she tries to discuss with any applicant any criteria that pertains to their application, including the airport zoning restrictions. The Planning Commission made a recommendation an apartment would be an appropriate land use given the existing types of uses in that area and that is what the zoning pertains to. Ms. Fowler continues that in terms having the applicant present or request airport approval before it comes to zoning, she would encourage the City attorneys to make it clear. She even suggested that possibly there may be a not development zone so she would not be required to entertain applications in the area that it affected by the airport.

Mr. Nielsen said that he has always been cautious about it and the property in question is on the land use study from Highway 478 does show residential however we have one airport and have one place a runway that can be extended. He requested in the future that the no build zone by looked into. Mr. Nielsen said that he is in favor of the two-week layover.

Kip Fair asked for his understanding, is the Council changing the Planning and Zoning ordinance for the City of Natchitoches on how we make applications for buildings and zonings. Further said that by what he is seeing tonight, the Council is postponing something based on something he can't provide. He can't spend \$100,000 for prints so a decision can be made whether to zone something or not, on a whim of the Council or the Airport Commission to vote on something. He said they cannot risk that amount of money. That is why an application was made to Planning and Zoning and after that we spend money to go forward and come back to Planning and Zoning to present the plans. What the Council is saying now is that this is going to be postponed so our engineer can provide something that we cannot determine. We can give a drawing and estimate the height and you will get an answer from the engineer based on those estimated numbers, we cannot give you the numbers right now.

Mr. Nielsen responded that the Council is the safety net for Planning and Zoning. He continued that if in two weeks the study comes out and you are going to get the permit, you are right back where you started. Why not wait?

Mr. Fair asked how do you do the study, you don't have enough information? Mr. Nielsen replied that the Council is not asking you to do the study, we are going to have an engineer do the study.

Mr. McCain said another way to look at it is that Mr. Corkern's firm will do the study and they will tell us that "x" number of feet away from the centerline of that runway approach at a certain distance, you can build a structure at a particular height. Then, if your structures are going to be taller than that or in that zone, then it is not a problem. The engineer will not deal with your specific project, he will tell us at a certain geographical position this is possible for clearance. Mr. McCain said that \$100,000 was mentioned in engineering costs, in essence we have done you a favor if it turns out to be a negative situation because you haven't had to spend that money.

Mike Corkern, Engineer, stated that what he has been asked to look at is the existing runway and proposed 1,500 foot extension. To see if the property does indeed fall in the RPZ (Runway Protection Zone where approximately 90% of all plane crashes occur). If the property does fall into the RPZ that portion of the property the FAA does not want anything to be constructed there that would bring people to gather. Then he is going to look at the elevations of the runway extension. There is a noise issue as well.

Ms. Morrow said that a feasibility study has already been done for that particular project and wasn't all the flight information included?

Mr. Fair responded that feasibility has to be with the economic viability of the project. He stated that a preliminary was done on a federal form but the 7460 is not filled out yet but some of the preliminary stuff was done. He continued that they have an engineering group as well and Mr. Shawn Barney spoke with Mr. Corkern. He further stated that they have done their homework and looked at the distance and know how high it is and want an opportunity to prove to the Council but do not want to go forward and spend the money without zoning. He acknowledged

that they will have to come before the airport commission and do all the things requested but we are just too early in the process.

Mayor McCullen said things are getting redundant and asked if there is no other viable discussion, he will call for a roll call vote.

City Clerk clarified that this is on the motion to table?

Mayor McCullen acknowledged this vote is on the motion to table and the vote was recorded as follows:

AYES:	McCain, Morrow, Nielsen, Mims
NAYS:	Payne
ABSTAIN:	None
ABSENT:	None

Mayor McCullen said let it stand it is a four/one vote that this proposal is tabled at this point. Again, we will anticipate in two weeks, at the next meeting, having a report.

Mr. Mims said that if it is done any earlier, would ask that we have a Call meeting.

The following Ordinance was Introduced by Mr. Nielsen and Seconded by Ms. Morrow as follows, to-wit:

ORDINANCE NO. 064 OF 2011

**ORDINANCE AUTHORIZING MAYOR WAYNE McCULLEN TO SUBMIT
STREETS FOR IMPROVEMENTS AND UPGRADES FOR THE LOUISIANA
COMMUNITY DEVELOPMENT BLOCK GRANT 2012/2013 PROGRAM**

WHEREAS, the City of Natchitoches has been awarded a Louisiana Community Development Block Grant (LCDBG) for street improvements; and

WHEREAS, the City of Natchitoches has adopted plans and policies, appointments and authorizations of individuals for compliance with the LCDBG regulations; and

WHEREAS, the City of Natchitoches is desirous of submitting the following street for improvements and/or upgrades for qualification:

<u>Street Name</u>	<u>Proposed Work</u>	<u>Construction Cost</u>
Graham	Rehabilitation	\$ 14,368.88
Welch	Rehabilitation	\$ 26,853.49
Grayson (Welch-Dorothy)	Rehabilitation	\$ 30,063.04
Grayson (Posey-Dixie)	Rehabilitation	\$ 15,382.34
Hill (Salim-Koonce)	Rehabilitation	\$ 92,236.30
Dean (LA 6-Koonce)	Rehabilitation	\$ 0.00
Dean (Koonce-Salim)	Rehabilitation	\$ 91,995.40
Allen	Rehabilitation	\$ 32,027.08
Ellis	Rehabilitation	\$ 20,587.20
Mark	Rehabilitation	\$ 8,237.07
Jeansonne	Rehabilitation	\$ 0.00
Grace	Rehabilitation	\$ 33,707.09
Lafayette	Rehabilitation	\$ 0.00
Koonce	Rehabilitation	\$ 0.00
Hope	Rehabilitation	\$ 24,873.51
Dorothy	Rehabilitation	\$ 0.00
Dixie	Rehabilitation	\$ 95,555.83
July	Rehabilitation	\$ 28,429.94
Posey	Rehabilitation	\$ 27,799.94
Gentry Davis/Lou	Rehabilitation	\$ 15,501.08
Anita	Rehabilitation	\$ 30,752.17
Salim	Rehabilitation	\$ 20,062.62
Brahma (Private)	None	\$ 0.00
Total		\$608,432.98

NOW, THEREFORE, BE IT ORDAINED that the City of Natchitoches is herein authorized to submit the above streets for the improvements/upgrades for the LCDBG project.

The above Ordinance having been duly advertised in accordance with law and a public hearing had on same, was put to a vote by the Mayor and the vote was recorded as follows:

AYES: Nielsen, Morrow, Payne, Mims, McCain
NAYS: None
ABSENT: None
ABSTAIN: None

THEREUPON, the Mayor declared the Ordinance **PASSED** this 28th day of November, 2011 by a vote of 5 ayes to 0 nays.


WAYNE McCULLEN, MAYOR


DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 29th day of November, 2011 at 10:00 A.M.

The following Resolution was Introduced by Mr. Mims and Seconded by Mr. Nielsen as follows, to-wit:

RESOLUTION NO. 132 OF 2011

**RESOLUTION AUTHORIZING THE MAYOR TO ENTER
INTO A CONTRACT WITH EMPLOYERS RISK MANAGEMENT
SERVICES AS THE WORKERS COMPENSATION THIRD PARTY
ADMINISTRATOR FOR THE CITY OF NATCHITOCHES**

WHEREAS, the Insurance Committee has reviewed the proposals submitted by Employers Risk Management, as a third party administrator, for the handling of worker's compensation claims for the City of Natchitoches; and

WHEREAS, the annual premium for this contract is **\$12,580.00** for the period January 1, 2012 through January 1, 2014; and

WHEREAS, it is the recommendation of the committee that the contract be awarded to Employers Risk Management.

NOW, THEREFORE, BE IT RESOLVED that the Honorable Wayne McCullen, Mayor, is hereby authorized and empowered and directed to sign any and all documents necessary for the execution of this contract.

This Resolution was then presented for a vote, and the vote was recorded as follows:

AYES:	Mims, Nielsen, McCain, Morrow, Payne
NAYS:	None
ABSENT:	None
ABSTAIN:	None

THEREUPON, Mayor Wayne McCullen declared the Resolution passed by a vote of 5 Ayes to 0 Nays this the 28th day of November, 2011.



WAYNE McCULLEN, MAYOR

The following Resolution was Introduced by Ms. Morrow and Seconded by Mr. Mims as follows, to-wit:

RESOLUTION NO. 133 OF 2011

A RESOLUTION AUTHORIZING THE MAYOR, WAYNE MCCULLEN TO EXECUTE A PROCUREMENT CARD POLICY THROUGH PEOPLES STATE BANK

WHEREAS, the City of Natchitoches (CITY) desires to authorize the issuance of credit cards ("p-cards") through People State Bank to be issued to the City of Natchitoches employees for the purchase of materials, supplies and equipment not to exceed \$500.00 per item or \$1,000.00 per day; and

WHEREAS FURTHER, the Mayor of Natchitoches and the City of Natchitoches Purchasing Department, as may be appropriate, will make all decisions regarding the usage of p-cards and establishment of any and all additional controls of their use; and

WHEREAS FURTHER, the City has been provided with a **Procurement Card Policy** with attached **Appendix I** for the provision of the above services, said application and agreement attached hereto; and

WHEREAS FURTHER, having reviewed the attached, the City Council of the City of Natchitoches desires to authorize the Mayor to execute the agreement on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Natchitoches, in legal session convened, does hereby authorize, empower, and direct the Honorable Wayne McCullen, Mayor, to execute the "**Procurement Card Policy**" with attached **Appendix I** for the issuance of credit cards through Peoples State Bank to the City.

This Resolution was then presented for a vote, and the vote was recorded as follows:

AYES:	Morrow, Mims, McCain, Payne, Nielsen
NAYS:	None
ABSENT:	None
ABSTAIN:	None

THEREUPON, Mayor Wayne McCullen declared the Resolution passed by a vote of 5 Ayes to 0 Nays this the 28th day of November, 2011.



WAYNE McCULLEN, MAYOR

CITY OF NATCHITOCHES
PROCUREMENT CARD POLICY

Adopted October 1, 2011

a) Purpose

To establish the Policy and Procedures for the use of City of Natchitoches procurement cards (P-Cards) by department heads and/or their designee. These procedures are intended to accomplish the following:

- i. To ensure that the procurement with p-cards is accomplished pursuant to the policy and procedures established by the City of Natchitoches Purchasing Department.
- ii. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- iii. To ensure appropriate internal controls are established within each department procuring with p-cards so that they are used for authorized purposes only.
- iv. To ensure that the City of Natchitoches bears no legal liability from inappropriate use of p-cards.

b) Scope

The City of Natchitoches Purchasing Department as may be appropriate will make all decisions regarding the usage of p-cards and the establishment of any and all additional controls of their use.

c) Policy

- i. The City of Natchitoches p-cards may be used for the following purchases:
 - a. Materials, supplies, and equipment. Charges for materials, supplies and equipment shall not exceed \$500.00 per item or \$1,000.00 per day. Items valued at more than \$1,000.00 should be procured through the issuance of a purchase order. Each department must stay within the limits listed above. The monthly limit per card is \$5,000.
 - b. Travel, registration and/or training expenses, and other items specifically authorized by the Administration per a prior approved "Travel Request" form.
- ii. The p-card will not be used for personal purchases of any kind. Use of p-cards for personal purchases or expenses with the intention of reimbursing the City of Natchitoches is prohibited.
- iii. Telephone transactions are strictly prohibited.
- iv. The p-card will not be used for fuel purchases.
- v. The p-card will not be used for vehicle maintenance unless you have mechanical problems while on approved out of town travel.
- vi. The p-card will not be allowed for payment of any type of service.
- vii. Splitting of charges to avoid the transaction limit set for the p-card is prohibited.
- viii. Use of the p-card for meals is limited to travel outside of the City of Natchitoches for business purposes where at least one overnight stay will occur. It is a violation to use the p-card for meals in excess of the overall per diem amount for the trip. P-cards may also be used when the local meal is for business purposes only at the convenience of the City of Natchitoches. There will be no charges allowed for alcohol or entertainment.
- ix. Department heads are required to keep up with the use of each card for their department and required to keep supporting receipts for each purchase for the card(s) in your department.
- x. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the p-card.
- xi. The p-card is not to be used to pay invoices or statements of any kind.

- xii. Any incentive program benefits derived by the use of City of Natchitoches p-cards will be the property of the City of Natchitoches. The Administration will determine the use of such incentive program benefits.
- xiii. All cardholders shall take all measures necessary to ensure the security of the p-card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
- xiv. Lack of proper documentation or authorizations may result in loss of p-card privileges and/or personal liability.
- xv. Misuse of a City of Natchitoches p-card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.

d) Procedure

- i. The Department Head will be responsible for maintaining the cards for their department and ensuring that the cards are used according to the policy established by the City of Natchitoches.
- ii. Each authorized cardholder must sign an agreement to accept the City of Natchitoches p-card prior to issuance. Forms will be kept on file at the Purchasing Department.
- iii. When using the City of Natchitoches p-card, the cardholder shall:
 - a. Ensure the items purchased are budgeted and allowable. If used for travel, the amounts must be within per diem limits.
 - b. Determine if the intended purchase is within the cardholder's p-card limits.
 - c. Tell the merchant or supplier that the purchase will be made using the p-card issued through the City of Natchitoches.
 - d. Inform the merchant that the purchase is tax exempt. The tax exempt form will be supplied as needed. Review the receipt before leaving the store and request a credit if taxes were charged in error.
 - e. The card user is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder shall contact the vendor to obtain instructions for returns and make sure that proper credit is received.
 - f. The Department head will ensure that receipts for all purchases will be saved as back up for each purchase and to be used when reconciling the monthly statement.
 - g. Each Department Head will enter a requisition for their monthly statement and will be required to submit their statement with all supporting receipts to the accounts payable clerk within the Finance Department.
 - h. Failing to properly use the p-card as outlined above, may result in your p-card privileges being revoked.
- iv. Failing to submit your monthly statement and supporting receipts in a timely manner may result in late fees being charged and may jeopardize the use of the p-cards for your department.
- v. If a p-card is lost or stolen it shall be reported to the Purchasing Department immediately after discovery by telephone at (357-3871) or in person.

APPENDIX I
ADMINISTRATIVE REGULATION
AGREEMENT FOR CITY OF NATCHITOCHES PROCUREMENT CARD USAGE

I, hereby acknowledge receipt of a City of Natchitoches p-card.

As a Procurement Card user, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the City of Natchitoches P-Card Policy, as may subsequently be revised. I acknowledge receipt of the Policy and I have read and understand its terms and conditions. I understand the City of Natchitoches is liable to the financial institution for all charges made by me.

As the user of this p-card, I agree to accept responsibility for the protection and proper use of this card as outlined in the regulations. In the event the p-card is lost or stolen it shall be reported to the Purchasing Department immediately after discovery by telephone (357-3871) or in person. I understand that the City of Natchitoches will audit the use of this p-card. I understand that I am responsible for returning all receipts for processing to the Finance Department and that failure to provide receipts may result in personal liability. I understand that I cannot use the p-card for personal use even if the intent is to reimburse the City of Natchitoches. I understand the use of the card does not circumvent the City of Natchitoches Purchasing Policy.

I further understand that improper use of this p-card may result in disciplinary action, up to and including termination of employment and in accordance with the City of Natchitoches Personnel Policy.

If the City of Natchitoches initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the City of Natchitoches in such proceedings.

I understand the City of Natchitoches may terminate my rights to use this p-card at any time for any reason.

Cardholder Wayne Mc Cullen

Date 11-29-11

Department Head Authorization _____

Date _____

Director of Purchasing Authorization _____

Date _____

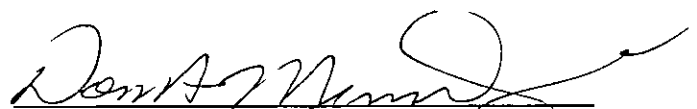
Mr. McCain asked Edd Lee if the City will have good controls. Mr. Lee responded we have a policy that everyone has to sign.

Mr. Payne asked if Mr. Lee if he had a list of vendors can anyone be used? Mr. Lee said it is not too much a list of vendors but there are things that you cannot purchase with the card and that's set up in controls with the bank, such as tobacco products, alcohol, lottery tickets and there is a list of items that if you tried to buy that item it would be rejected.

Mayor McCullen then announced there will be only one City Council meeting in the month of December and we will not have a City Council meeting December 26th.

On motion of Mr. Mims and seconded by Mr. Payne and unanimously carried, the meeting was then adjourned at 8:15 p.m.


WAYNE McCULLEN, MAYOR


DON MIMS, MAYOR PRO TEMPORE